



DESIGN REVIEW BOARD – ROOF REPLACEMENT APPLICATION

Minor Modification: **Replace Roof** Date: _____

SITE INFORMATION:

Street Address: _____

Neighborhood: _____ Lot: _____ Block: _____ Filing: _____

DESCRIPTION OF REQUEST: _____

Brand: _____ Material: _____ Color: _____

Shake Profile: _____

Installation Type: (*circle one*): Straight Staggered Other: _____

OWNER INFORMATION:

Property Owner(s) Name: _____

Owner's Signature: _____

Email: _____ Phone: _____

Mailing Address: _____

PRIMARY CONTACT/ OWNER'S REPRESENTATIVE:

Primary Contact / Owner's Representative: _____

Email: _____ Phone: _____

Mailing Address: _____

ENCLAVE APPROVAL (if applicable):

Enclave Community: _____

HOA President's Signature: _____ **Date:** _____

Conditions of Approval: _____

DRB Reviews & Decisions:

- All seeking DRB approval must be current on all dues and/or fees related to DRB, Cordillera Property Owners Association and the Metropolitan District.
- Only complete applications will be accepted. No item will be scheduled for DRB review unless an application and all required submittal items are received.
- Submission Requirement Lists, Design Guidelines and Construction Rules and Regulations may be found on the Cordillera website: <https://cordilleraliving.com/services/design-review-board/>
- Please refer to the Review Fee worksheet for applicable fees.
- Contact Community Development Administrator with questions: drb@cordillerapoa.com (970) 855-2658.



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Replacement-Roof Project Submission Requirements:

1. Completed **Roofing Application signed** or E-signed by the property owner.
 - a. If you live in an Enclave, HOA approval is required prior to DRB Review and must be confirmed by including an HOA Representative's signature on your application.
 - b. Enclave project review requirements may vary from Cordillera DRBs submission requirements.
2. Provide **\$300 Design Review Fee**.
 - a. Pay by check: Checks should be made payable to Cordillera Property Owners Association (CPOA) and mailed or delivered to this address: Cordillera DRB, 360 Carterville Road, Edwards, CO, 81632. Include a copy of the application with your check. Office hours: Monday–Friday, 8:30am–4:30pm.
 - b. Pay online with credit card: Payment can be made via your Homeowners Portal on CiraNet. Credit card payments will be charged a processing fee of 2.95%. Please notify drb@cordillerapoa.com if you plan to pay online.
 - c. Pay online with an eCheck: Payment can be made via your Homeowners Portal on CiraNet by entering your bank account information. Please notify drb@cordillerapoa.com if you plan to pay online.
3. **Images** of each side of your home's exterior including the existing roofing and existing exterior finishes on the home. Please provide images without snow on the roof.
4. Provide proposed **roofing material manufacturer's product information sheet** (spec sheet) to include the following information. If it is not a preapproved DRB roofing material, a physical sample may be required to be provided.
 - a. Brand
 - b. Finish Color
 - c. Shake Profile (Multi-Width, Single-Width, Select etc.)
 - d. Fire Rating

Helpful Roofing Information:

- A building permit is required prior to commencing any re-roofing in Eagle County. You may find out more information about getting a building permit from Eagle County at: <https://www.eaglecounty.us/building/permits>.
- The DRB approves DaVinci, CeDur and Brava materials currently as long as they conform to the Cordillera Design Guidelines. All other materials are reviewed on a case by case basis, but it is recommended that comparable product submissions be Class A, High UV, and have a similar aesthetic to approved products.
- Cedar shake roofs, glazed tiles, ceramic tiles, asphalt shingles and fiberglass shingles are not permitted.
- Please refer to the Cordillera Design Guidelines for roof color and material requirements. The Ranch, The Divide, The Summit, The Territories and individual Enclave HOAs all have different requirements.
- Roof contractors are required to follow the Cordillera Construction Rules and Regulations.